[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S / SUPPLIER’S NAME]

[SUPPLIER’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Acknowledgment of Proposal Submission**

Dear [Recipient’s Name/To Whom It May Concern],

Thank you for submitting your proposal in response to our Request for Proposal (RFP) for [*briefly describe the project or service, e.g., “IT infrastructure upgrade”*]. We acknowledge receipt of your proposal, submitted on [SUBMISSION DATE], and appreciate the effort and detail you have provided.

Your submission has been received and will be reviewed in accordance with the evaluation criteria outlined in the RFP. Should we require any further information or clarification regarding your proposal, we will contact you promptly.

**Next Steps**:

* Evaluation Timeline: [*Provide details if applicable, e.g., “The evaluation process is expected to be completed by [date].”*]
* Communication: You will be notified of the outcome of your submission by [DATE/EXPECTED TIME FRAME].

If you have any questions regarding the acknowledgment of your submission or the RFP process, please feel free to contact [Name, Title] at [Email Address/Phone Number].

Thank you again for your interest in partnering with [COMPANY NAME]. We value your participation and look forward to reviewing your proposal.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]